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BY-LAWS, RULES AND REGULATIONS

FOR THE GOVERNMENT OF THE

BOARD OF MANAGERS, OFFICERS AND EMPLOYES

OF

STATE LUNATIC ASYLUM NO. 3

AT NEVADA, MO.

ADOPTED AND ORDERED PRINTED BY THE BOARD OF MANA-
GERS OF ASYLUM NO. 3, Nov. 2nd, A. D., 1887.

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NEVADA, MO.;
DAILY MAIL BOOK AND JOB OFFICE PRINT.
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OFFICERS OF THE ASYLUM.

MANAGERS.

HARRY C. MOORE, PRESIDENT,	NEVADA, Mo.
DAN C. KENNEDY,	SPRINGFIELD, Mo.
JOSEPH F. ROBINSON, M. D.,	WINDSOR, Mo.
DR. J. K. COLE, SECRETARY,	LAMAR, Mo.
WM. M. BUNCE,	SHELDON, Mo.

RESIDENT OFFICERS.

ROBT. E. YOUNG, M. D.,	SUPERINTENDENT.
JAMES GORDON, M. D.,	ASSISTANT PHYSICIANS.
G. P. TRUE, M. D.	
W. P. MUNRO,	TREASURER.
ALFRED CUMMINS,	STEWARD.
MRS. HATTIE HILLIAS,	MATRON.

BY-LAWS,

STATE LUNATIC ASYLUM NO. 3

BOARD OF MANAGERS.

SECTION 1. The officers of the Board shall be a President and Secretary, they shall be elected by ballot and shall serve as such during the term of their appointment as Managers of the Asylum.

SEC. 2. In absence of the President, a president pro-tem shall be chosen by ballot.

SEC. 3. In the absence of the Secretary, a secretary pro-tem shall be appointed by the President.

SEC. 4. The President shall preside at all meetings of the Board; he shall conduct the meetings according to parliamentary rules; he shall call such special meetings as in his judgment the business of the Asylum demands, or when ordered to do so by any two members of the Board; he shall authenticate with his signature the proceedings of each session and all official documents emanating from the Board.

SEC. 5. The Secretary shall keep a legible record of all proceedings of the Board; he shall file and preserve all official papers of the Board; he shall draw all warrants and all contracts emanating from the Board; he shall make the bi-ennial report to the legislature of the actions of the Board; he shall look well to every interest of the Asylum while attending the meetings of the Board; he shall see that all reports coming before the Board

are correct; and shall be vigilant to all irregularities; he shall receive \$200.00 per annum for his services, to be paid monthly; he shall see to the purchase of all stationery of the Board, unless otherwise ordered.

SEC. 6. The Board shall consist of five members (see Statutes). It shall take a majority of all members of the Board to elect officers of the Board, to elect resident officers of the Asylum, and to pass, amend or repeal any by-law of the Asylum.

SEC. 7. Three members shall constitute a quorum; a quorum shall have power to transact all business of the Board except that specified in Section 6.

SEC. 8. The election of resident officers shall be by the Board, and when a vacancy shall occur the President shall without delay call a special meeting to consider and fill the same.

SEC. 9. All meetings of the Board shall be held in the Asylum.

SEC. 10. The annual meeting of the Board shall be held on the last Monday in November.

SEC. 11. The regular monthly meetings of the Board shall be held on the third day of each month except when the third day comes on Sunday, then the meeting shall be held on the following day. The quarterly meetings shall be held in January, April, July and October.

SEC. 12. Three members of the Board shall visit the Asylum at the monthly and quarterly meetings; all of them semi-annually and annually.

SEC. 13. The President at the monthly meeting shall select the visiting members for the next monthly meeting.

SEC. 14. The managers at these monthly visits shall inspect every part and department of the Asylum and Asylum grounds, carefully scrutinize the conduct of the officers and employes and the treatment of patients, and examine rigidly into the welfare and general wants of the Asylum.

SEC. 15. A report in writing shall be made by the Secretary, stating the general condition of the Asylum, its wants and needs, respecting all that constitutes the household, and especially citing any failure of duty or commission of offence by any officer or employe.

SEC. 16. This report shall be made at the monthly meetings

and shall be signed by the members of the Board present, and be filed by the Secretary where it can be seen and frequently inspected by the resident officers.

SEC. 17. If the items noted in said report are not considered and remedied by the first future meeting it shall be sufficient grounds for the discharge of any officer or employe neglecting the duty or committing the offence cited.

SEC. 18. If the members making said monthly visits find no wants, omissions nor offences, the Secretary shall make a report so stating, signed by the Secretary and President.

ACCOUNTS AND REPORTS.

SEC. 19. Accounts against the Asylum shall only be audited and allowed at the monthly meetings of the Board, but one warrant shall be drawn in favor of any one firm for any claim that shall be allowed at any meeting of the Board. All warrants shall be signed by the President and Secretary, and in their absence by any two members of the Board. No account or bill shall be brought before the Board without the Superintendent's signature certifying that the quality and price of the goods are satisfactory. Also the expenditures out of the incidental fund before going to the Board shall be signed by the Superintendent, Steward and Treasurer.

SEC. 20. The Board shall every second year at its annual meeting make out and forward its bi-ennial report to the Legislature. This bi-ennial report shall suggest such improvements to the Legislature as the Board may deem the wants of the Asylum demand.

RESIDENT OFFICERS.

SEC. 21. The resident officers of the Asylum shall be a Superintendent, Assistant Physicians, Treasurer, Steward and Matron.

SEC. 22. The Superintendent shall be a physician of knowledge, skill and ability in his profession and of experience in the management and treatment of the insane; he shall not, while such Superintendent, engage in the practice of his profession, but shall, to the exclusion of all other business, devote himself to the supervision and care of the Asylum and its inmates. Before

entering on the duties of his office, he shall take an oath or affirmation that he will diligently, faithfully and impartially discharge all the duties required of him by law.

SEC. 23. The Superintendent shall be the chief executive officer of the Asylum and shall have the care and control of everything connected therewith; he shall see that the several officers of the Asylum faithfully and diligently discharge their respective duties; he shall employ such nurses, attendants, servants and other persons as he may think proper, and assign them their duties, and may, at pleasure, discharge them; he shall receive such patients as shall be entitled to admission into the Asylum and discharge them therefrom; provided that he shall at all times exercise the powers and perform the duties herein mentioned according to the rules and by-laws of the Asylum.

SEC. 24. The Superintendent shall keep himself familiar by frequent visits with the condition of all the patients, and shall direct such medical, moral, physical and dietetic treatment as may be necessary to promote the comfort and restoration of the inmates.

SEC. 25. He shall be held responsible to the Managers for the efficient management of the Asylum and shall do all in his power to promote the philanthropic end for which the State erected and maintains the institution.

SEC. 26. He shall answer and file all official communications; he shall keep a record of all transactions respecting the Asylum or its inmates, except such as is required to be kept by the Board of Managers.

SEC. 27. In the absence, inability or death of the Superintendent, his duties shall devolve upon the physician next in rank, who shall receive the official respect due the Superintendent.

SEC. 28. The Superintendent shall before resigning give three months' notice and shall receive no pay for the last quarter unless he conforms with this provision. The Superintendent shall not absent himself from the Asylum for a longer period than one week without the permission of the Board.

SEC. 29. He shall answer and file all letters of counties and friends of patients and shall keep a copy of all letters in answer to such correspondence.

SEC. 30. The Assistant Physicians shall be well educated

in their profession and shall reside in the Asylum; they shall have control over such wards of the Asylum as the Superintendent may from time to time direct. Nothing in this clause shall be so construed as to limit the authority of the Superintendent.

SEC. 31. The Assistant Physicians shall visit all the patients in their respective wards once in the forenoon of each day and as often afterwards as they may deem proper or the Superintendent may direct; they shall carefully observe their condition, see that they have the most suitable food, medicine, bedding and clothing, amusement and exercise, and frequently consult the Superintendent as to their management; they shall exercise what influence they can to promote their comfort and recovery.

SEC. 32. They shall see that the attendants are faithful and kind, vigilant and conscientious in the discharge of their duties; they shall, when they discover any neglect, misconduct or unfaithfulness on the part of an attendant, assistant or employee of the Asylum, immediately report the same to the Superintendent.

SEC. 33. They shall record the particulars of all accidents or escapes and request the Superintendent to set the seal to the same.

SEC. 34. They shall be in constant communication with the Superintendent and with each other, and shall endeavor to carry out the plans and instructions of the Superintendent.

SEC. 35. They shall keep a case book and shall record therein the present and past history and diagnosis of the disease of each patient in their respective wards; they shall report to the Superintendent daily the condition of all the patients in their respective wards; they shall always act under the advice of the Superintendent in those cases requiring restraint, removal or seclusion or any other unusual treatment.

SEC. 36. They shall attend to the ventilation and heating and to the cleanliness and good order of their respective wards; they shall instruct the attendants when and how to administer baths, and if they deem necessary, to superintend the same. Whenever it is necessary to administer food or medicine by coercion, they shall be present and direct the same.

SEC. 37. They shall if the Superintendent directs accompany visitors to and through their respective wards; they shall also conduct the correspondence with the friends of their re-

spective patients as the Superintendent may direct. They shall attend all dances and all other methods of amusement and diversions for the benefit of the patients and see that none are unduly exercised and that the best order and decorum possible is maintained, and allow no patient to be removed except as directed by the Superintendent or themselves.

SEC. 38. They shall do everything in their power for the pleasure, diversion and improvement of the insane; they shall read monthly two good journals treating on insanity, and shall each subscribe for one good journal on insanity and nervous diseases.

SEC. 39. The Treasurer before entering upon the duties of his office shall execute a bond to the State, as set forth in Sec. 4108 of the Statutes; he shall have his office in the Asylum and devote his time to the duties thereof; he shall promptly collect all moneys from all sources due the Asylum; he shall disburse all moneys under the direction of the Board.

SEC. 40. He shall furnish the Superintendent at the end of each month a synoptical exhibit showing the aggregate sum of debits and credits with all the vouchers thereof and the amount of funds remaining on hands. This report shall be attached to and become a part of the report of the Superintendent to the Board, and shall be in lieu of a report direct from the Treasurer to the Board.

SEC. 41. No exhibit of accounts shall be made by the Treasurer to the Superintendent or the Board unless accompanied by the vouchers and receipts, and at the annual meeting of the Board he must be ready with a complete statement of all collections and disbursements for the year.

SEC. 42. He shall honor the draft of the Steward for the sum of two hundred and fifty dollars (\$250.00) for incidental expenses when the same is approved and signed by the Superintendent, but no second draft shall be cashed until the funds allowed on the preceding draft are properly accounted for by receipts and vouchers setting forth the disposition of the money drawn; when these are presented, a second draft shall be allowed.

SEC. 43. No warrant shall be drawn by the Treasurer or paid by him unless allowed by the Board at its monthly meeting, except that designated as the incidental fund.

SEC. 44. The Treasurer, under direction of the Steward, shall frequently inspect the yards and grounds, the fields and orchards, parks and drives, dairy and stable, and be quick to stop any waste or leakage that is detrimental to the State.

SEC. 45. He shall with the Steward inform the Superintendent as to the surplus and useless and aid in disposing of the same to the best advantage, and present an account of the same to the Board.

SEC. 46. The Steward shall execute a bond to the Treasurer of the Asylum in the sum of one thousand dollars conditional for the faithful discharge of his duty, with two or more sufficient securities. This bond shall be approved by the Board of Managers. He shall make all purchases for the current use of the Asylum. He shall always buy the best articles and deal with respectable firms. He shall make no confidential contracts with any firm, but shall give all a fair opportunity to supply the best article. He may advertise for proposals for the furnishing of such goods from time to time as he may deem necessary. He shall always keep strict accounts of his bids and purchases for the inspection of the Board. His purchases and expenditures shall be kept in monthly statements complete in a book kept for this purpose, showing the expense of every article and aggregate amount of all. He shall keep the cost of the maintenance of patients, resident officers and employees.

SEC. 47. He shall also keep accounts against the Treasurer of the Asylum; he shall charge him with all the accounts due the institution for board and clothing officially furnished him and all moneys granted by the Legislature or obtained from other sources as dues of the Asylum.

SEC. 48. Every purchase made by the Steward shall be accompanied by a bill of items and it must be certified to by him as purchased at the lowest rates.

SEC. 49. He shall rise sufficiently early to assign all under his care to their duties in good season. He shall by himself and with the Treasurer make frequent inspection of the Asylum premises and correct all unfaithfulness and delinquencies of those under his control; he shall by his assistants attend to the ventilation and cleanliness of the Asylum and Asylum premises (and cleanliness here shall mean where it can be made no cleaner).

By his assistants he shall keep an account of all clothing, jewelry and whatever else of value belonging to the patients.

SEC. 50. He shall institute a prompt search for escaped patients.

SEC. 51. He shall hold himself in readiness for all duties or calls from time to time required of him by the Superintendent or Board.

SEC. 52. The Steward shall draw upon the Treasurer a warrant for the sum of two hundred and fifty dollars, signed by the Superintendent and specifying that it is for incidental expenses. He shall present to the Treasurer vouchers for the "bone fide" expenditures made out of this sum showing that by the consent and with the approval of the Superintendent the aforesaid sum had been properly expended. When so expended a second warrant shall be drawn and expended as above specified. Out of this sum shall be paid express, exchange and freight charges, postage stamps and stationery, and such other items as he may deem proper to come under the head of incidental expenses.

SEC. 53. The Asylum scales shall be under the control and management of the Steward to be used by venders to and for the Asylum and no charge for such use shall be made.

SEC. 54. Duplicate vouchers and settlements properly dated shall be preserved by the Steward to be presented to the Board at its monthly meeting for its inspection.

SEC. 55. The Matron shall be known as the house assistant of the Steward so far as not to conflict with any order of the Superintendent.

SEC. 56. She shall be held accountable to the Superintendent for neatness and order in her department and shall endeavor to secure faithfulness and efficiency in the discharge of duty of all employees under her.

SEC. 57. She shall superintend the cooking, baking, ironing and washing, and see that they are properly done; she shall superintend the sewing and see that the seamstress properly does her duty; she shall superintend the laundry and see that the work is done with neatness and that all the clothes are in their respective places.

SEC. 58. She shall keep an account of all the clothing,

jewelry and other articles of value of the female patients when they enter and when they leave the Asylum; the account of such shall always be filed with the Superintendent and the jewelry shall be deposited with the Treasurer and a receipt taken for the same.

SEC. 59. She shall give special attention to the welfare of the female patients and spend as much time among them as her other domestic duties will allow. She shall endeavor to have all the patients engage in the domestic duties of the house in that which seems to be their preference, under the direction of the Superintendent.

SEC. 60. She shall see that the diet of all patients is such as directed by the physicians. She shall see that the food is properly distributed to the whole house.

SEC. 61. She shall see that the ventilation and temperature of her department are such as directed by the Superintendent and Assistants. She shall make frequent and thorough inspection of every part under her care.

SEC. 62. She shall see that the bedding and clothing of the female patients are in order, clean and well aired. She shall see that the patients bathe as ordered by the Superintendent, and that every means is used to promote their comfort and improvement.

SEC. 63. She shall see that all articles of the female patients are marked and all clothing, bedding and linen are stamped with the signa of its department.

SEC. 64. The physically sick shall receive her special attention under the direction of the physician in regard to nursing and diet.

SEC. 65. She shall be responsible for the cleanliness of the rooms of patients, dining rooms, kitchen, laundry, halls and stairways of all the departments under her care.

SEC. 66. She shall promptly report to the Superintendent any delinquencies or unfaithfulness on the part of any employe under her care. A neglect on her part of any duty herein provided for shall be a sufficient reason for her immediate discharge.

MISCELLANEOUS.

SEC. 67. No resident officer shall absent himself from the

Asylum without the permission of the Superintendent. The resident officers shall notify the Board of their determination to quit the service of the Asylum at least thirty days in advance.

SEC. 68. The reports, bills and vouchers of the officers of the Asylum shall be ready and on file the day preceding the monthly meetings of the Board. Any violation of this provision shall be deemed sufficient cause for dismissal.

SEC. 69. The Superintendent, Treasurer and Steward shall each make a report to the Board at its annual meeting in November of each year and at the annual meeting every second year they shall compile these reports into a bi-annual report.

SEC. 70. No officer or employe shall keep any stock on the grounds belonging to the Asylum without special permission of the Board, except the Superintendent and Steward, who shall be allowed, each, to keep one horse for their special use.

EMPLOYES.

SEC. 71. The Apothecary shall be a licensed pharmacist with such other qualifications as to enable him to discharge the duties of his office acceptably to the physicians.

SEC. 72. He shall prepare with neatness and care all prescriptions and medicines ordered by the physicians. He shall preserve all prescriptions for inspection of the Board.

SEC. 73. He shall keep everything in his office in neatness and good order and perform whatever duties may be required of him by the Superintendent or Assistants.

SEC. 74. He shall never absent himself from the office unless by the permission of the Superintendent. When directed by the Superintendent he shall assist in administering medicine and food by coercion.

SEC. 75. He shall exert all his influence to quiet and comfort the suffering patients, prepare the medicine for the delicate and sensitive in the most pleasant form possible, so as not to damage its medicinal effects, always consulting the physician in this regard.

SEC. 76. He shall be permitted to attend all the entertainments of the Asylum, and when allowed by the Superintendent may take patients under his care for walking or driving.

SEC. 77. The Supervisors shall see to the safe keeping and

economical use of all supplies furnished; they shall see that nothing is wasted, that no extra or unusual article is cooked unless ordered by the Superintendent or Assistant Physicians; they shall assist the Matron to see that the food is properly distributed, and may have the whole responsibility of this if the Superintendent so directs.

SEC. 78. They shall see that the most perfect order and neatness prevails in kitchen and pantry, permit no quarreling or bad language, and shall not allow idlers present at any time. They shall employ constant vigilance and shall see that all employes are up and on duty at proper time. Neglect in this respect shall be sufficient reason for discharge.

SEC. 79. They shall have sufficient help, and no unskillful person shall be retained. The Supervisors shall rise with the ringing of the first morning bell, and exercise during the day a constant supervision on their respective wings or departments.

SEC. 80. They shall aid in securing perfect compliance with the rules of the Asylum, obey promptly the orders of the Superintendent, Assistant Physicians, Steward and Matron, and report promptly all delinquencies and unfaithfulness. They shall pass often through their respective departments cheering the patients and doing everything for their welfare and comfort; they shall frequently through the day visit the dining rooms, closets, chambers, etc., and see that everything is perfectly clean and in prime order. They must attend to the ventilation of every room. They shall see that the beds are clean and free from bugs and odor. They shall see that all soiled material is taken at once from the rooms and that no ungrateful odor or filth is permitted anywhere. They shall see that there is no accumulation of dirt; they shall see that all patients have their own clothing. They shall attend to the bath-rooms and water-closets and endeavor to dispatch all duties ordered by the Superintendent or other superiors with promptness and care.

SEC. 81. They shall permit no uncleanly habits to prevail anywhere in the Asylum. They shall daily report to the Superintendent or Assistant Physicians any misconduct on the part of employes of patients, and report any patients that are taken sick between the rounds of the Physicians. They shall have special care day and night of the physically sick. They shall

when required, administer medicine and do the bathing.

SEC. 82. They shall never apply restraints or allow it to be done except in the presence of the Superintendent or Physician in charge.

SEC. 83. The Supervisor of the female department shall be the Matron's assistant, and the Supervisor of the male department shall be the Steward's assistant.

SEC. 84. The Watchman shall commence his services each evening at nine o'clock by extinguishing such lights as the Superintendent directs, closing up the kitchen and basement, after which he shall go to the office of the Superintendent for instructions during the night. After the ringing of the first morning bell his duties cease until sunset, when he shall again report for duty to the Superintendent.

SEC. 85. The Superintendent shall provide him with a report book in which he shall record during the night any violation of the rules of the Asylum.

SEC. 86. He shall visit such of the male patients, administer medicine and give water, and make such nightly notice as the Physician may require or he may deem important. During the hours of duty he shall be constantly awake and vigilant; he shall be especially careful to guard against fire, escapes and suicide. Any unusual noise or cries of patients should be at once investigated; helpless patients should be often visited and covered and otherwise attended to during the night.

SEC. 87. When a patient is evidently taken ill during the night he must immediately notify the Assistant Physician.

SEC. 88. He shall make a thorough inspection of the building, noticing the lights allowed to burn, and putting out such as are not allowed by the Superintendent. He shall notice the fires in the kitchen and boiler house and except when the cook or fireman are on duty he shall see that they are properly controlled. The duties in this section shall be performed by the outside watchman when one is employed by the Superintendent.

SEC. 89. He shall take the clothing, bedding and such other articles as are required to be washed, of the male department, to and from the laundry. He shall fill the bed sacks and see that the material is of a good quality. He shall take care of the chapel and amusement hall, and do from time to time what-

ever the Superintendent or Assistant Physician directs. The duties imposed by this section shall be performed as in the preceding section by the outside watchman.

SEC. 90. The duties of the Watchwoman shall be the same in the female department as those assigned to the Watchman in the male department, except she shall not go out of the building, visit the kitchen, bakery or laundry in the performance of her duty.

SEC. 91. She shall assist in the sewing and do whatever else the Superintendent may from time to time direct.

SEC. 92. The Engineer shall have charge of all the machinery of the Asylum; he shall keep the gas and heating apparatus in prime order; he shall see that the steam is abundant and of the best quality, and shall see that no gas escapes by leakage or is otherwise wasted in the basement and engine-room, bakery, dairy and laundry.

SEC. 93. He shall, under the direction of the Steward, have charge of the blacksmith shop, and be responsible for all the tools of the same, and see that none are misplaced. He shall also have charge of the machine shops and be responsible for all the pipes, steam and gas fittings. He shall also have a supervision over the machinery in the bakery and laundry and see that the greatest economy is observed in the use of fuel and other necessary articles of his department.

SEC. 94. He shall make such repairs as may from time to time be needed and perform such other duties as the Superintendent or Steward may assign him. He shall be responsible for the neatness of the engine and engine-room and all the machinery.

SEC. 95. He shall devote the whole of his time to the service of the Asylum and shall in all emergencies be ready and willing to render any service in his power. He shall also be required to render service in his department at night if he or the Superintendent thinks it necessary.

SEC. 96. The Firemen shall have charge of the engine and engine-room under the authority and direction of the Engineer. The day Firemen shall go on duty at the ringing of the first morning bell and shall extinguish all lights in the engine-room and basement as soon as they can be dispensed with. He shall be

on duty until five o'clock P. M., or for twelve consecutive hours. During his hours of service he shall watch the fires, adapting the degree of heat to the necessities required or as directed by the Engineer. He shall attend to the cleanliness and neatness of the room, engine and machinery, and discharge all other duties assigned him by the Engineer. The Night Fireman shall go on duty at five P. M., or at such other time as is necessary to relieve the Day Fireman. His duties shall be similar to those of the Day Fireman, and he shall not remain on duty more than twelve consecutive hours.

SEC. 97. The Firemen shall when directed by the Engineer change time of service with each other so that neither Fireman will be on night duty for a longer period than thirty consecutive days.

SEC. 98. The Farmer, under the direction of the Steward, shall have charge of the farm and farm stock; he shall have immediate control of such hands as may be assigned him by the Steward and shall see that they faithfully discharge their duties.

SEC. 99. He shall keep, under the direction of the Steward, an account of the products of the farm, and of the disposal of the same; of the sale and purchase of farm stock; and he shall keep posted on prices and grades and shall charge the Asylum with all products emanating from the farm lands at current prices and shall credit the Asylum with all moneys expended for stock, repairs, seed and labor. He shall, under the direction of the Steward, make a monthly report to the Superintendent of the condition of the farm, and under the supervision of the Superintendent he shall compile his monthly reports into an annual report for the investigation of the Board.

SEC. 100. He shall endeavor under the direction of the Steward to advantageously employ such male patients as the Superintendent may assign him; and while such patients are in his employ he shall be careful that they are not abused, over-worked or allowed to escape; and when he thinks necessary, accompany them in their return to the Asylum.

SEC. 101. The Dairyman shall have charge of the dairy and dairy stock, and shall be responsible for the condition of the cows and the neatness and cleanliness of the stable. He shall use the most scrupulous care and cleanliness in handling the

milk and butter. Everything about the dairy must be absolutely clean.

SEC. 102. He must often communicate to the Steward the condition of the cattle entrusted to his care. He must keep an account of the milk consumed and the quantity of butter and cheese made monthly, and at the end of each year present to the Superintendent through the Steward a written statement of the products of the dairy.

SEC. 103. The Gardener shall have immediate control of the garden and garden land under the direction of the Steward; he shall take good care of all garden implements entrusted to his keeping; he shall keep an accurate account of the garden products and render the same to the Superintendent through the Steward annually. When patients are entrusted to assist him in the garden he shall see that they are not abused or over-worked and that they are safely returned to their respective wards. He shall perform such other duties as the Superintendent or Steward may assign him.

SEC. 104. The Baker shall have charge of the bake shop and shall keep a sufficient supply of bread of the best quality; he shall not be excused for bad bread; he shall prepare under the direction of the Matron, such articles of pastry as may from time to time be required; he must promptly notify the Steward of any defect in the quality of the flour or meal or other material used in making bread; he shall be responsible for the neatness of the bakery; he shall not allow any loafing or visitors in his department, except by permission of the Superintendent. He shall discharge such other duties as the Superintendent may direct.

SEC. 105. The Superintendent shall designate a Chief Cook who shall be under the direction of the Matron; he shall prepare such food and in such quantities as the Matron may direct; he shall have immediate control of the kitchen and kitchen servants; he shall be responsible for the faithful performance of the duty and responsible for the safety of all patients allowed to work in the kitchen. He shall see that no improper controversies are carried on in his department; he must see that each patient is safely returned to his hall and under the care of the proper attendants; he shall immediately inform the Superintend-

ent of any improper conduct on the part of an employe under his authority; he shall see that no cutlery or any vessel is carried from the kitchen by a patient; he shall prepare and cook the food in the most wholesome and palatable manner.

SEC. 106. The Laundress or Laundryman under the direction of the Matron shall do all the washing and ironing of the Asylum. The washing and ironing shall be done with neatness and dispatch, and the Laundress or Laundryman shall be responsible for all clothing and material in the laundry, and be responsible for the locking up and cleanliness of the laundry. When patients are allowed to assist in the laundry the Laundress or Laundryman shall see that they do not quarrel or use bad language or engage in personal combats; and they shall further see that the patients are not abused or overworked, and that they are returned safely to the wards.

SEC. 107. When any patient is allowed in the laundry manifests any disposition to do violence she must be taken at once to the ward and the Superintendent notified of the fact, and said violent patient shall not be taken to the laundry without the Superintendent so orders.

SEC. 108. The Laundress or Laundryman shall receipt for all articles brought to the laundry and see that they are delivered after the washing to their proper place. No article shall be received for or washed unless plainly marked as to whom it belongs and from which department in the Asylum it was brought.

SEC. 109. The kind and quality and also the number shall be received for when such articles are received in the laundry and the receipt shall be returned when the articles are properly washed, ironed and returned.

SEC. 110. It shall be the duty of the Laundress or Laundryman to obey the Matron and report to her that every article of clothing and bedding is properly marked and after being washed and ironed has been returned to its particular department.

RULES FOR EMPLOYES.

SEC. 111. It shall be the duty of all employes of the Asylum to speak well of the institution and its officers, to perform promptly and cheerfully whatever is required of them by a

superior in rank, and to question nothing.

SEC. 112. They shall endeavor to inspire the patients with confidence in the measures adopted and course pursued for their benefit; conciliate their feelings toward the officers, and lead them to understand that every measure and effort used is for their welfare and restoration.

SEC. 113. Each employe shall be responsible for his department and shall be ambitious to discharge every duty to entire acceptance.

SEC. 114. Self respect and politeness with great civility shall be the conduct of employes towards each other and towards patients. They shall give uniform attention and consideration toward the patients, treating them with politeness, addressing them as Miss, Mrs. or Mr., as the case may require, never using a nickname. Under all circumstances, their tone towards the patients shall be mild, cheerful, tender and persuasive. No loud talking, profane, obscene or vulgar language shall be used. Any attendant or employe disregarding the requirements of this section shall not be retained in the employ of the Asylum.

SEC. 115. No employe shall make use of distilled spirits while in the employ of the Asylum. Any person habitually using intoxicating drinks or drinking to intoxication shall not be employed by any officer of the Asylum.

SEC. 116. It shall be the duty of all persons employed at the Asylum to fulfill their engagements scrupulously as to time of service and duty to be performed, and no employe shall discontinue service without giving at least ten days' notice to the Superintendent. A violation of this provision shall entail upon the employe so violating it a loss of his or her wages.

SEC. 117. The whole time of an employe shall be at the service of the Asylum, and at no instance shall he or she leave their post of duty unless by permission of their immediate superior. An employe before leaving the Asylum must report to the Superintendent, specify a definite time of return and deposit the keys in his or her possession in the office of the Superintendent. A violation of this last provision shall be deemed a sufficient cause for dismissal.

SEC. 118. No employe shall part with a key for an instant unless it be to a resident officer.

SEC. 119. No male employe shall ever enter the female department without permission of the Superintendent, Steward or Assistant Physician.

SEC. 120. The most thorough neatness and cleanliness in and about the Asylum shall be the pride of all. No filth or debris of any kind shall be thrown out at a window by any officer or employe, and the attendants shall use their best endeavors to prevent the patients from doing so. All debris, water, filth and whatever is useless shall be cast in sinks or in such other places as may be designated by the Superintendent. There shall be no filth or accumulation in or around the dairy or stable. Chamber vessels shall always be covered when removed and thoroughly cleansed immediately after use.

SEC. 121. The attendants shall see that the patients are tidily dressed, their hair is combed and properly arranged. No patient shall be allowed on the halls of the wards, at the table, on the walks, on the drives or at the amusements unless their clothing and person be in good order.

SEC. 122. The attendants shall always rise and accompany the physicians through their respective wards, and be ready for any duty they may assign them.

SEC. 123. The attendants shall always be watchful of those under their immediate care; they shall accompany them to the table, see that they are waited upon, that strict etiquette is observed and that the patients are not allowed to injure themselves or others, eat ravenously, nor carry away the table cutlery.

SEC. 124. The most vigilant care shall be exercised by the officers, attendants and employes that no patients escape; those entrusted with them to walk or drive shall keep them together, not permitting them to walk or mingle with other patients, converse in groups with patients or strangers; they shall not allow the females to walk with the males, they shall avoid all dangerous places, and when a patient becomes boistrous or unruly they shall, as soon as possible, return her or him to their respective wards.

SEC. 125. The attendants shall be neatly dressed, never without a coat, and never wear a hat in the wards; they shall act and perform the part of a well bred lady and gentleman; they

shall report any obscene, vulgar or profane language or other misconduct in the Asylum or upon the grounds.

SEC. 126. No patient shall be taken out of the Asylum enclosure without the permission of the Superintendent; they shall not talk to the patients on the subject of their delusions, or permit it to be done by others; they shall not discuss the ailments or peculiarities of patients, and they shall not converse with each other while passing through the wards, nor visit with each other, nor at any time be off post of duty unless by permission.

SEC. 127. All patients shall be bathed once a week, their clothing and bedding changed once a week, and oftener if necessary; the time of bathing shall be set by the Superintendent or Assistant Physician, and any particular case shall receive prompt attention from the attendants.

SEC. 128. The attendants shall see that all medicine is taken as directed, but before using any severe means they shall report the case to the Superintendent or Assistant Physician.

SEC. 129. The attendants shall look well to all the fastenings of the windows and doors and shall always see that they are bolted and unbolted at the proper time; they shall observe great care and caution in lighting and extinguishing lamps and gas, and see that no gas is wasted or needlessly burned; they shall see that no damage is done to the bedding, clothing, furniture or building by the patients that can be prevented, and when such damage is done, report the same to the Superintendent or Assistant Physician. They shall allow no knife or other dangerous implement to be placed or left in reach of a patient; every employe about the Asylum is required to observe and obey this provision.

SEC. 130. The attendants shall allow no soiled clothing or bedding to remain in the patient's room, nor soiled material in the mattresses. The entire apartments of the patients shall be kept so clean that it can be made no cleaner. Patients having the insane odor shall receive the special attention of the attendants, as to bathing and changing of clothing. Clothing needing repairs that can not be done on the wards must be taken by the attendants to the Seamstress' room where the Matron will order them to be repaired.

SEC. 131. Any patient manifesting a disposition to escape or commit suicide shall not be trusted alone, even on the wards but shall be under the vigilance of a trusty attendant. Any attendant allowing a patient to escape through neglect shall pay the cost of the return.

SEC. 132. No transaction in the Asylum, or its business affairs shall be mentioned or discussed by an employe outside of the institution. Any ill speaking of an officer or of the Board or of an employe outside of the Asylum shall be a sufficient cause for discharge. The welfare of the patients and the good name of the institution should be regarded as the highest aim of every employe of the Asylum.

SEC. 133. No employe shall conduct a correspondence for a patient in any manner or for any purpose whatever except by permission of the Superintendent.

SEC. 134. Every employe of the Asylum shall report promptly to the Superintendent or Board every neglect of duty or failure to comply with the rules and laws of the Asylum; a failure to comply with the above provision shall be taken as evidence of complicity.

SEC. 135. All employes shall have the services of the physicians free, provided the employe resides in the Asylum or upon the grounds of the Asylum. The Superintendent or physicians shall not be allowed to attend professionally any employe or other person not residing in the Asylum nor on Asylum premises.

SEC. 136. No officer or employe of the Asylum shall be directly interested in any contract for the supplies of the Asylum, nor shall he receive any gratuity from any vender to the Asylum.

SEC. 137. The first morning bell shall be rung at half past four o'clock in May, June, July and August; at five o'clock in March, April, September and October; at half past five o'clock in November, December, January and February. The second morning bell shall be rung one hour and a half later than the first bell during the months of March, April, May, June, July, August, September and October, and one hour later than the first bell in November, December, January and February.

SEC. 138. Breakfast for the employes shall never be later than the ringing of the second morning bell and the Steward may

have it earlier when he deems it necessary. Breakfast for the resident officers and wards shall never be later than one half hour after the ringing of the second bell. Dinner shall be served throughout the year at half past twelve o'clock and supper at six P. M. for all.

SEC. 139. The bell shall be rung throughout the year at twelve M., and another at six P. M.; the Asylum shall be closed throughout the year at nine P. M., and all lights extinguished in thirty minutes thereafter, except such as are allowed by the Superintendent.

SEC. 140. All employes who can be spared from service by the Superintendant may attend religious services where and when their consciences may dictate. The Superintendent may allow all patients whose condition will permit to attend religious service.

SEC. 141. The Superintendent may at his discretion invite the clergymen of the different denominations to hold such services in the Asylum as he may deem beneficial to the patients.

SEC. 142. Sunday shall be observed as a day of rest and only such work shall be done on that day as is necessary. As far as possible preparations for the Sabbath shall be made on Saturday.

SEC. 143. The public shall not be permitted to visit the Asylum on Fridays and Sundays, (the one being set apart for bathing and the other for rest). Visitors on other days of the week, excepting those from a great distance, shall be limited to the hours between nine and eleven A. M. and two and four P. M., and only then to such parts of the Asylum as the Superintendent may permit.

SEC. 144. The Superintendent shall not permit the welfare of a patient to be endangered by frequent visiting. He shall see that those who are sensitive of their condition or likely to be retarded in their improvement by undue excitement produced by strangers, shall not be brought in contact with visitors.

SEC. 145. Visitors are forbidden to give tobacco to patients or to deliver to or receive anything from a patient unless by permission of the Superintendent. Visitors are requested to be civil and cordial in the presence of patients, avoiding, if possible, any notice of their peculiarities.



